

FREQUENTLY ASKED QUESTIONS

For Continuing Education and Prelicensing Providers

1. How do I become a course provider?

If you have never submitted a course to Nebraska, you must start by submitting the Provider Application found [HERE](#). If you have submitted a course in the past, you are still in our database. You can call the Producer Licensing Division to obtain your login ID and password for State Based Systems.

2. What is the fee for a provider application and when does it expire?

There is no fee to become a provider and it never expires.

3. How long does it take for a provider application to be approved and when can we start submitting courses?

Within 2-3 days you will be sent via email your log in ID and password, you can then start submitting courses via www.statebasedsystems.com.

4. What is the course application fee and when does it expire?

The filing fee is \$50 per course and courses never expire. Please contact the Producer Licensing Division when you are no longer offering a course.

5. Are we required to provide students with a Certificate of Completion?

No, this is not required. You're welcome to create your own, if you'd like, but please make it clear that they should not send it to the department as the results are downloaded electronically.

6. What is the course roster reporting requirement and fee?

Providers are required to upload the course credit hours via www.statebasedsystems.com within 10 days from the completion date. The fee is \$1 per person, per credit hour.

7. Does Nebraska require proctor monitor affidavits for online courses?

Yes, a "disinterested third party" - proctor/monitor who verifies identity and processes affidavit testifying the student received no outside assistance. This would be an individual with no family or financial relationship to the student.

8. Are we required to report course offerings?

No, once approved you may offer the course as often as you like without notifying us. However, you may want to utilize the SBS website to list your dates and locations, as this is where we direct all producers to look for approved CE courses.